

Adopted: September 2001 , Revised: _____**Class Title: Chief of Neighborhood Preservation****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the city's property maintenance effort in the preservation of existing housing stock. Manages staff, performs administrative duties, and assists with coordinating work and developing plans and strategies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages staff by scheduling and coordinating work assignments, training and developing, conducting performance evaluations, and providing information as needed.
2	S	Performs administrative duties by approving and signing documents, responding to inquiries, drafting contracts, and composing correspondence.
3	L	Assists with coordinating work and developing plans and strategies by attending meetings with various personnel, contractors, and civic associations.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License, Combination Inspector
Reading	Work requires the ability to read technical manuals, various reports, directives, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence and various reports.
Managerial	Managerial responsibilities include allocating resources and equipment, setting goals and objectives, planning and coordinating work, monitoring the budget, and developing and nurturing team initiatives.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Instructing, presentations, during inspections
Sitting	F	Desk work, meetings, driving
Walking	F	To/from meetings
Lifting	O	Manuals, files, books, paperwork, tools, equipment
Carrying	O	Manuals, files, books, paperwork, tools, equipment
Pushing/Pulling	R	Desk drawers, chair
Reaching	R	For manuals, files, books, paperwork, tools, equipment
Handling	R	Manuals, files, books, tools, paperwork, equipment
Fine Dexterity	F	Computer keyboard, using tools, writing
Kneeling	O	During inspections, lifting tools and equipment
Crouching	O	During inspections, lifting tools and equipment
Crawling	O	During inspections, lifting tools and equipment
Bending	O	During inspections, lifting tools and equipment
Twisting	F	During inspections, lifting tools and equipment
Climbing	N	
Balancing	N	
Vision	C	Desk work, reading, during inspections, driving
Hearing	C	Personnel, contractors, telephone, meetings
Talking	F	Personnel, contractors, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Telephone, electricity tester, cameras, CO2 testers, pager, radios, flashlight, vehicle, lift truck, small hand tools, calculator, computer and related software, Internet, laser or inkjet printer, scanner

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	M
Chemical Hazards	S	Extreme Temperatures	N
Electrical Hazards	S	Noise and Vibration	M
Fire Hazards	S	Fumes and Odors	S
Explosives	S	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed shoes, respirator, protective clothing

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)